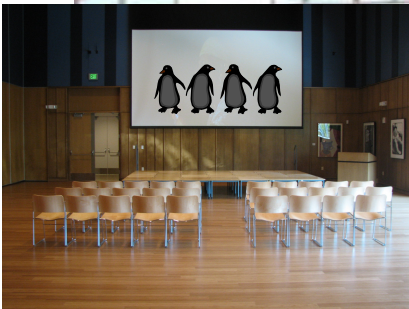
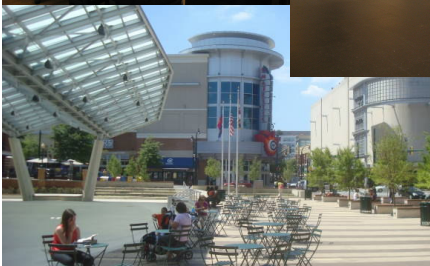


# IMAGINE MORE!



- ✓ 5,000 sq. ft. ballroom
- ✓ Your choice of caterers
- ✓ Close to public transportation & parking
- ✓ Steps away from more than 75 restaurants, hotels and shops
- ✓ Wood flooring throughout
- ✓ Banquet tables & chairs included
- ✓ WiFi Hot Spot and data ports throughout
- ✓ LCD screens in all Activity & Conference Rooms
- ✓ Dual Projection systems in Great Hall
- ✓ Large Warming Kitchen/drive-up loading dock

Visit: Mondays 9am-9pm; Tues.-Fri. 9am to 5pm  
Schedule a tour: 240.777.5350



**SILVER SPRING  
CIVIC BUILDING  
VETERANS PLAZA**

**One Veterans Place, Silver Spring, MD 20910**  
GPS: use 8525 Fenton St.



**Interagency Coordinating Board of Community Use of Public Facilities  
Montgomery County  
Silver Spring Civic Building at Veterans Plaza**



Quick Facts		County Rates*				Commercial & Out-of-County* HOURLY
		Personal & Small Enterprise HOURLY		Community Service HOURLY		
		M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun /Holiday	M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/ Holiday	
Room	Capacity					
Great Hall – Full 64 x 79 (5,046sqft ) Ceiling Ht:27 ft.	Reception 725 Theatre Seating 590/ 480/w riser	\$250	\$400	\$200	\$300	\$450
Great Hall – Half	Banquet style 320 Conference style 320-400	\$125	\$200	\$100	\$150	\$225
Atrium 23'x79' (1,817sqft)	Reception 100	\$40	\$45	\$35	\$40	\$60
Large Activity Room Ellsworth--50' x 27'(1,350 sf) Spring--31' x 46' (1,426 ft) Fenton--43' x 27' (1,161 s ft)	Ranges: Standing 100-120 Conference style 60-90	\$45	\$50	\$40	\$45	\$75
Small Conference Room Ellsworth divided, Colesville 24' x 27' (648 sq ft)	Ranges Standing 32-60 Conference style 20-30	\$30	\$35	\$25	\$30	\$45
Warming Kitchen (No cooking on premises) 21'x14' (249sqft)	Warming ovens, microwaves, ice maker, refrigerators, ample counter space, close to drive up loading dock	\$25	\$35	\$20	\$30	\$40
Courtyard 50' x 20' (1,000sqft)	Reception 30-45 Up to 30, wooden chairs and tables. Lighted Indoor access only	\$30	\$40	\$25	\$35	\$45
Rooms as additional units (excludes Great Hall)		\$25	\$35	\$20	\$30	\$40
Veterans Plaza		Call for information				

**Meeting rooms/regular use:** Hourly rates include staff coverage when no additional set/breakdown is needed/no alcohol service  
**Great Hall:** Hourly rates include event supervisor, building service worker and security coverage.  
 Add one hour before and after event for set-up and clean-up costs for special events and Great Hall use.  
**Note:** 4-hour minimum applies to special event use or when additional staff is required

\*Rates effective 7/1/10

WHEN ADDITIONAL STAFF IS REQUIRED	Per Hour	EQUIPMENT (INCLUDES SET UP)	PER USE
Security Officer	\$35	Portable microphone	\$25
Building Services Worker	\$25	Sound/projection system	\$50*
Event Supervisor	\$42	Riser (low stage)	\$250 (add \$50 per hour over 4 hours)
(May be required for large/extensive special events or involve alcohol service)			
*If the services of an audio-visual technician is required, fees will be based on actual cost of service			
SPECIAL EVENTS			
Security deposit	Great Hall \$500 (refundable), additional charges apply for extended use. Other Rooms: \$100 (refundable)		
Special Event Confirmation Fee	\$250 per application (applied to facility cost if event occurs as scheduled. Non-refundable if event is cancelled.)		
TERMS			
Full payment for use of conference and activity rooms is required at the time of confirmation. For Special Events, \$250 with application, remaining 50% down payment (includes non-refundable confirmation fee and security deposit) will be required upon final confirmation. Balance due 90 days prior to event. VISA and MasterCard accepted.			



**For area information:**

- Conference and Visitor Bureau at 240.777.2060 or visitmontgomery.com
- silverspringdowntown.com



**Application, policies and more information at**

[www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)

Contact: [mindy.williams@montgomerycountymd.gov](mailto:mindy.williams@montgomerycountymd.gov) or call 240.777.5350